



## Are you interested in a career opportunity shaping a growing small business?

**Job Description: Full-Time Office Administrator**

### **About You:**

- Are you the kind of person who LOVES being organized and helping others to become organized?
- Are you excited about digging into the details of operating a renovation business?
- Do you thrive in a hybrid work environment, with a regular 8:00-5:00 schedule and the opportunity to work from home for the majority of your hours?
- Do you like autonomy on the job and already have a history of following through on commitments?
- Do you love checklists?

### **About ET's Home Renovation:**

ET's Home Renovation brings craftsmanship and respect to every home improvement project. We repair and renovate residential properties in Kyle, Texas and in surrounding communities from South Austin to San Marcos. Led by Everend Thorne, General Contractor, ET's Home Renovation has been working on homes locally since 2005, building partnerships with exceptional suppliers and subcontractors in the area. These relationships ensure that your problems can get attention from experts ... the guy with forty years of experience in that ONE thing or the specialist trained in the latest products will pick up our call if the need arises! We treat each customer as a friend and neighbor (we may even see them in the grocery store!) and we are accountable to them. So, we communicate clearly, we provide high quality services and we strive to keep a clean jobsite every time.

**Apply Online at: [ETsRR.com](http://ETsRR.com)**

**512-795-1000**

### **In this role you will be...**

- coordinating meetings and activities to support business goals and objectives.
- getting to talk to really nice customers, fostering relationships with them.
- answering questions and providing solutions in a friendly and optimistic manner.
- managing the company's daily calendar and keeping the team on track.
- serving as our first line of communication (i.e., answer calls, schedule sales appointments, and follow-up on Proposals, Invoices, and Customer Reviews).
- planning fun and meaningful company culture activities (i.e., organize quarterly outings/events, retreats, conferences, networking events, educational opportunities, etc.).
- organizing documents and payments with our vendors and subcontractors.
- performing daily and weekly bookkeeping activities (i.e., transfer/input of accounts receivable & payables, invoices, change orders and updates to QuickBooks Online).
- updating the company CRM daily.
- maintaining company payroll entries.
- attending weekly in-person company meetings (i.e., Goal-Setting and Review Meetings).

### **This opportunity is for you if...**

- you have a natural ability to keep things clean and organized.
- you love sorting and scheduling incoming tasks.
- a great day for you includes fussing over the details while planning and executing administrative projects efficiently and accurately.
- you enjoy working as a team member, communicating clearly and accepting feedback.
- you find it really rewarding to cultivate relationships with people you want to do business with for the long haul.
- you get excited about adopting new technology in order to efficiently solve problems, collaborate with your team and communicate with clients.
- you would look forward to coordinating, attending and contributing to in-person meetings in Kyle, Texas and/or South Austin on a weekly basis.

### **It's Time to Apply!**

Does this sound like you? Are you ready to take on an awesome new adventure with a growing company? Use the application form at <https://ETsRR.com/careers#apply> to tell us why you would be the next great addition to our team!

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### **The benefits:**

- Vacation PTO and Volunteer Time Off
- Health Insurance stipend
- Paid training
- \$500 Scholarship for industry education and certifications
- Local community networking opportunities
- Year-round work
- Laptop provided
- Competitive bonus structure
- Friendly culture with strong company values and high standards for our work
- \$20-\$25 per hour (dependent upon experience and prior performance)

### **Experience Required:**

- 2+ year history of success as an Office Administrator
- Computer proficiency; experience with Google Docs & Spreadsheets
- Great verbal and written communication skills
- Strong customer service skills, with the ability to track communications, build relationships and provide solutions
- Punctual and consistent work ethic
- Attention to detail (executing your work with precision in order to maintain error-free records and provide accurate communications with clients and vendors)
- Analytical and problem-solving skills
- A focus on support and service, remaining friendly and patient
- Ability to follow Standard Operating Procedures, while staying adaptable as the company grows and SOPs are updated
- Accounting experience (Quickbooks Online preferred)
- Ability to learn new technology and collaborate in digital platforms
- Professional demeanor; the ability to provide Service with Respect at all times
- Note: Talent trumps experience! If you lack one or more of the required skills but you believe you can excel in this position, you will have the opportunity to list and explain your additional skills in our online application.

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## Our Mission:

ET's Home Repair & Renovation provides renovation and handyman services for homeowners and investors, offering quality craftsmanship and a clear plan for each job. Our company exists to improve the beauty and function of our customers' properties & living environments while contributing to our industry through honesty and excellence. We create career opportunities for craftsmen who answer God's calling to be good stewards of our talents & tools. We serve with Creativity, Grace and Respect as we strive for 100% customer satisfaction in every project.

## Our Core Values:

### **Creativity**

- Design and build creative projects that enhance beauty, functionality and longevity.

### **Respect**

- We respect our clients with our cleanliness, our on-time performance & our care with our customers' assets.
- We respect our craft by maintaining safety, appropriate language and continuous improvement.
- We respect the projects by performing top-quality work with honesty and excellence.
- We respect ourselves by caring for our health, our appearance and our tools.
- We respect this industry, learning from craftsmen who forged the way before us and training future craftsmen.

### **Grace**

- We employ craftsmen in a meaningful vocation while improving the lives of our customers.
- We are here to serve. God has blessed us, and in His grace we can bless others with our talents!

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